APA Reference Guide

General Document Guidelines

- The page margins should be one inch on all sides.
- Use 12 point Times New Roman, or another serif font.
- All pages should be double spaced.
- Page numbers go in the top right corner, one inch from the edge of the paper, and the header text is left-justified.
- Generally, use the active voice rather than the passive voice. For example, use “We predicted that ...” rather than “It was predicted that ...”

Sections

APA papers have four basic sections.

- The title page contains your identifying information centered and placed in the top 1/3 of the page.
- The abstract is a 150-250 word summary of your work, with keywords for searching.
- The main body of the paper is where the writing and most of the data for your paper go. It can be divided up by headings.
- The references page provides the sources for your work.

These are the main sections of an APA paper.
APA Title Page Example

The title page has a different header than the rest of the paper. Here are the steps to get one made quick and easy!

- Add the page number first—if you add it after the header text, it will delete what you previously typed.
- To create the header text. Enter it to the left of the page number and tab twice, it automatically places it in the correct spot.
- The title page’s header is different because it has the words “Running head” to the left of the title.
- If you create a header, the top menu bar in Word changes, and you will see special header options (see above). Click the option to have a different first page. You now can customize the header for each section.

Abstract Tips & Example

- Write your paper first—it will make completing the abstract far easier.
- The abstract is always on page two of the paper. It is not indented and the word “Abstract” should be centered.
- It should be between 150—250 words in length.
- The abstract should list information in the same order as your written work.
- Do not explain results or analyze information in the abstract.
Level Headings

- Headings help organize your paper.
- Works such as literature reviews and research make extensive use of them.
- They provide quick access to salient points, such as the Discussion or Methods section in a research paper.
- Unless your instructor or rubric specify otherwise, the title should appear centered and non-bolded at the top of the main body’s first page. This often serves as the introduction section of a paper.
- All subsequent level headings follow the format below.

<table>
<thead>
<tr>
<th>Level #</th>
<th>How it’s formatted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Bold, Uppercase and Lowercase</td>
</tr>
<tr>
<td>2</td>
<td>Left-aligned, Bold, Uppercase and Lowercase</td>
</tr>
<tr>
<td>3</td>
<td>Indented, bold, lowercase with a period.</td>
</tr>
<tr>
<td>4</td>
<td>Indented, bold, italicized, lowercase with a period.</td>
</tr>
<tr>
<td>5</td>
<td>Indented, italicized, lowercase with a period.</td>
</tr>
</tbody>
</table>

- The Introduction section never gets a heading.
- Headings are not indicated by numbers or letters.
- Shorter papers may not use all of the heading levels (or any at all).
- The higher the level of a heading, the more general it typically is.

Examples of in-text heading format.

- Method (Level 1)
- Site of Study (Level 2)
- Participant Population (Level 2)
  - Teachers. (Level 3)
  - Students. (Level 3)
- Results (Level 1)
- Spatial Ability (Level 2)
  - Test one. (Level 3)
  - Teachers with experience. (Level 4)
  - Teachers in training. (Level 4)
- Test two. (Level 3)
In-Text Citation

Here are some examples for the most common in-text references.

- **When the names of the authors of a source are part of the sentence:**
  “Terrapin and Tortoise (1994) found that....”

- **When the authors of a source are not part of the sentence:**
  “…Turtles (Terrapin & Tortoise, 1994).”

- **When the authors of a source are not part of the sentence:**
  “…Turtles (Terrapin & Tortoise, 1994).”

- **A source with more than two authors must include all of them the first time they are cited.** Subsequent instances use “et al.” For example:
  “... tells us turtles are awesome (Terrapin, Tortoise, & Shelly, 2012).”
  “Terrapin et al. (2012) discussed...”

- When there are five or more authors, you use “et al.” from the beginning—there’s no need to list them all out. Terrapin, Tortoise, Shelly, Turtle, and Hedgehog should be cited as:
  (Terrapin et al., 2010)

Quick Citing Tips

- Use the same order of names that appear in the source material for your citation. **Do not** put them in alphabetical order!

- Avoid using secondary sources when possible. If there’s no other choice, the correct format is:
  ° (as cited in Terrapin & Tortoise, 2000).

- **Personal communications** are used to cite material such as emails, letters, telephone interviews, or class notes, use the format listed below. These are not included in the References section.
  ° (C. Jones, personal communication, May 1, 1970).

- **Citing a web document** can be tricky. The standard format applies if you have all the information.
  ° Terrapin (2013) loves turtles.

- If there’s no author listed on the website, use the first few words instead. The abbreviation “n.d.” should be used if no date is listed. For example:
  ° The awesomeness of turtles is extensively documented (“Everyone Loves Turtles,” n.d.).

- To cite an entire website, give the address of the site in the text. Such as:
  ° Turtles are great (http://www.iloveturtles.com) because they swim.

**Remember to always cite when you use:**

- Another person’s idea, opinion, or theory.
- Any facts, statistics, graphs, or drawings.
- Even if you know something already you must cite it with a peer-reviewed source if it is not common knowledge.
- Quotations or paraphrase of another person’s actual spoken or written words
Reference Examples

- **Journal article with DOI:**

- **Journal article without DOI, print version:**

- **Book:**

- **Informally published Web document:**

- **Informally published Web document (no date):**

- **Informally published Web document (no author, no date):**

- **Web news article:**

- **Abstract from secondary database:**

- **Article or chapter in an edited book:**

- **DSM 5:**